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HARYANA GOVERNMENT
INDUSTRIES AND COMMERCE DEPARTMENT

Notification

The 25th January, 2021

No. 25/02/2020-4IB-I.— In order to create a centralized database of manpower engaged in enterprise along with the basic details of enterprise operating in Haryana, the Governor of Haryana is pleased to notify for creation of single portal, “Haryana Udhyaam Memorandum (HUM)”, for registration of all types of enterprises and businesses operating in the State of Haryana. The portal aims to create and maintain a centralized consolidated repository of all enterprises and businesses operating in Haryana. This database will help the State in effective decision making and policy formulation.

Enterprises and businesses operating in Haryana, irrespective of their size and type, may register and obtain Haryana Udhyaam Portal. An E-certificate, namely, “Haryana Udhyaam Memorandum (HUM)” shall be issued on completion of registration process.

Registration process: -

- (1) Enterprises and businesses, irrespective of their size and type, operating in Haryana may register and obtain Udhyaam ID by filling the online Enterprise and Unit level form on <http://harudhyam.edisha.gov.in>.
- (2) The registration is done at two levels, namely, Enterprise level and Unit user level. Enterprise level registration may have multiple Unit user level registrations depending on the number of businesses/manufacturing units/services establishments that an enterprise operates in the State.
- (3) An Enterprise level user may sign up on the HUM portal. In doing so, the enterprise will be required to login with the authorised representative's phone number and OTP.
- (4) Enterprise level user may fill the form (under the enterprise management tab) for basic details such as - enterprise name, type, registration number, address, activity etc.
- (5) After successfully submitting the enterprise details, the user must add all units that the enterprise operates within the State along with the details of the employees.
- (6) After creating units, enterprise level user can add names of the authorized persons for the enterprise and unit users for each unit.
- (7) Unit user can also login HUM portal with their phone number & OTP.

- (8) Employee details can be added under the Unit level registration either individually or through the bulk entry mode (by uploading their details on a Microsoft excel file).
- (9) Enterprises that are primarily manpower supplying entities may also give manpower details for employees provided to other enterprises at enterprise/unit user level.
- (10) Enterprise user can deactivate an employee's employment status if the employee leaves the enterprise.
- (11) Enterprise user can transfer an employee to another unit within the same enterprise.
- (12) Unit user can view the details of the unit and the employees in the form of reports.
- (13) HUM shall be filled on self-declaration basis. To add Unit details, latest Balance Sheet and details of investment in Plant & Machinery as per the last Balance Sheet are required. However, the State Government or any such person as may be authorized on its behalf may seek documentary proof of information provided in the HUM, wherever necessary.
- (14) Enterprises or businesses that register on HUM portal will only get purchase preferences in the State Government's tenders and other benefits such as 'exemption on payment of tender fee, earnest money deposit and concession on performance security'. They may qualify, depending on the qualification criteria for various schemes administered by the State Government.
- (15) There will be no fee for registration for filing HUM.
- (16) The Aadhaar number shall be required for Haryana Udhyam Memorandum.
- (17) In case of any discrepancy or complaint, the Joint Director/Deputy Director of District Industries Centre/ MSME Development Office of the concerned District shall undertake an enquiry for verification of the details of HUM submitted by the enterprise and thereafter forward the matter with necessary remarks to the Director of Industries & Commerce/ Micro Small & Medium Enterprises (MSME), Haryana after issuing a notice to the enterprise and after giving an opportunity to present its case and based on the findings, may amend the details or cancel the registered HUM.

Chandigarh:
The 21st January, 2021.

A. K. SINGH,
Principal Secretary to Government Haryana,
Industries & Commerce Department.